

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SOCIAL SERVICES INVESTIGATOR**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **11/19/98; 10/2/00; 04/12/04; 7/12/04**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **12**

DISTINGUISHING FEATURES OF THE CLASS: This position involves research and field investigation of individuals and vendors in cases where there is allegation or suspicion of improper amount of payments, failure to make support payments, and attempted or actual welfare fraud. Incumbents are responsible for gathering evidence and documentation, including individuals' statement, to develop legally acceptable cases. The work includes attempts to persuade defaulters to make payment and negotiating or renegotiating agreements in accordance with changing personal and financial situations. The work is performed under general direction with broad discretion permitted in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates complaints charging recipient or vendor fraud in welfare cases;
Studies public assistance laws and rules and obtains information to determine type of fraud involved and discusses the possibility of placing criminal charges with the county prosecutor;
Interviews clients, their relatives and others and initiates proper procedure to obtain support or gather information concerning violation of social service laws;
Makes field visits and other work in regard to the agency's front end detection system to verify obtained information and/or secure additional information to further assist in making a determination in regard to an applicant's eligibility for benefits;
Oversees the automated finger imaging of specified agency recipients of benefits;
Interviews unwed mothers in an effort to determine feasibility of pursuing court action to determine paternity;
Secures evidence and affidavits required by the District Attorney for indictment and prosecution of fraud, support, and desertion cases;
Prepares reports for each case describing all steps taken, visits made, witnesses questioned and facts established for submission to appropriate authorities;
Attempts to locate missing respondents;
Answers correspondence and inquiries concerning support or fraud matters from other government agencies, beneficiaries and respondents;
Assists the District Attorney and/or Social Services Attorney in preparing cases for court hearings and attends court hearing when necessary;
Acts as in-house security for the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of investigative techniques used in determining financial practices and status of vendors and individuals and in locating missing persons; good knowledge of office terminology and modern methods used in keeping and checking financial records and reports; working knowledge of federal and state social service and related laws and regulations in regard to support,

Last Reviewed: n/a
Last Updated: 07/12/04
Reviewed By: n/a
Last Reallocated: n/a

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desertion and fraud; ability to be courteous yet firm with the public; ability to develop materials for legal actions according to prescribed regulations, ability to prepare written reports; ability to analyze facts and use them in making judgments in support, desertion and fraud cases.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university with a Bachelor's degree in Criminal Justice; **OR**
- (B) Graduation from a regionally accredited college or university with an Associate's degree in criminal justice and two (2) years experience as a police officer, corrections officer, or in field investigations; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as a police officer, corrections officer, or as a licensed private investigator; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.